Students Guide to Wait List

Wait List is a queue of spots for selected classes that enrolls eligible students in the class as seats open. Several stipulations exist for students who wish to be wait listed for a class: **Students are not guaranteed a spot in the class by joining the roster, and should not expect to be enrolled by wait listing in a class.**

How does Wait List work?

- A student has to meet several eligibility conditions to get on the class Wait List (below).
- Interested students register as a Wait List student when the class is full.
- Each student is permitted to Wait List up to 8 credit hours.
- As seats in the class open, students are automatically enrolled in the order they joined the Wait List.
- If a student is no longer interested in being on a Wait List, **it is the students’ responsibility to drop the course (remove themselves from the Wait List). If a student does not remove themselves from the Wait List and the result is enrollment in a course, they must drop the course prior to the end of drop/add, otherwise they will be responsible for any financial and academic impacts.**

When will Wait List students be enrolled?

- Periodically each day HUB checks to see if a class with a Wait List has a space available for waitlisted students. If so, it will enroll the eligible students by order of their Wait List position. A Wait List student is not enrolled immediately after a different student drops the course, but the seat remains held for Wait List students until HUB runs its process.
- This process will continue through the end of drop/add.
- An email will be sent to notify students if they have been added to the course or if the process attempted to add them but there was an issue (see FAQs)

How to be eligible for Wait List?

- Class must be enabled by the department to accept a Wait List.
- Class has to be closed.
- The student has to have a valid enrollment appointment or it is open enrollment.
- The student does not have a negative service indicator (hold) that prevents registration.
- The student meets class pre- and co-requisites, if any.
- Registration complies with UB’s repeat policy.
- **The student is not already registered in another section of the class.**
- **The student does not have a time conflict with another course in their schedule.**
- **The student will not exceed maximum term unit limits.**

**The Wait List function will not prevent you from signing up for the Wait List in these situations, however if a seat becomes available, HUB will not be able to add you to the class and you will be skipped over. You will remain on the Wait List, but the seat will be given to the next eligible person on the Wait List. You may be able to use Swap in these scenarios, refer to the FAQs at the end of this document to learn when to us Swap.

Please read the Frequently Asked Questions at the end of this training document.
How to Determine if a Class is Currently Accepting a Wait List

- Click on Class/Catalog Search while logged into the Student Center (HUB).

- Select the Term from the dropdown.

- Enter the Subject and the Course Number

- Uncheck the checkbox for “Show Open Classes Only”.

Click [SEARCH] when you’re done.

Courses and course sections that have a Wait List will be identified by an orange triangle.

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>19952</td>
<td>S1B-LEC</td>
<td>MoWe 8:00AM - 9:20AM</td>
<td>Jacobs 122</td>
<td>Timothy Maynes</td>
<td>01/26/2015 - 05/08/2015</td>
<td>🔴</td>
</tr>
</tbody>
</table>

Classes that are Open are designated with a green circle 🟢

Classes that are Open with Reserves are designated with a circle with an “i” 🔄

Classes that are closed are designated with a blue square ☐
How to Attempt to Enroll in a Class and be put on a Wait List

Select the Enroll link on main Student Center

Select the Term, and click Next

Enter the specific class number in the “Enter Class Nbr” box and select the “enter” button

If you don’t know the specific class number select the search button. To learn the different ways to enroll in classes, please see “Enroll using Class Search”, “Enroll using Class Number”, and “Enroll using My Requirements” found at the HUB Student Center Training website located at: http://www.buffalo.edu/hub/students/howto.php

For our example, we do know the class number and will enter “19952” in the field box.

You will then be taken to step 1 of the “Add a Class” screen.
You will see a screen similar to the following:

1. Select the checkbox labeled “Wait List if class is full”.

2. Next, select the “Next” button.

After you hit “Next”, you will receive the following notification.

This notification tells you, that this class has been added to your shopping Cart.
You need to look further down the page to get confirmation that it was added as a Wait List.

1. Review this area to see that the class has an orange triangle.

2. Click “Proceed to Step 2 or 3” button.

When you get to the next screen, “2. Confirm classes”, as shown below --- click “Finish Enrolling”.

You will know that you have successfully been added to the Wait List when you receive the following notification:
Notice in the Message Section, that the class is listed as full and that you have been placed on the Wait List in position number 4.

**NOTE:** If a seat becomes available, you meet all the enrollment requirements, you will not exceed the maximum term unit limits, and there is no other classes that you're enrolled in that have time conflicts, you will be automatically be enrolled in the class based on your Wait List position. It is your responsibility (aka. the students’ responsibility) to drop Wait List classes when they are no longer interested in the class.

If a spot becomes available, students will be automatically enrolled. An email will be sent to your @buffalo.edu account letting you know of the automatic enrollment. Students’ who fail to drop Wait List classes and are automatically enrolled in such a class, will be fully responsible for any financial and/or academic (such as grades) consequences to the automatic enrollment.
How to Attempt to Enroll in a Class and Join the Wait List Using Swap

The swap class function is used to switch one course number for another course number. If you are already enrolled in one course that you’d like to drop only if you get moved from the Wait List of another course, Swap is the feature you will need to use.

Selecting the “Enrollment Swap” option on the drop down box located in the Academics Area. Then click on the blue go button.

You may then be prompted for a term to select. Select the appropriate term and hit “Continue”.

Next, select the course from your current schedule in the drop down box. In this example, we’ll select “PSY 101 LEC: Introductory Psychology.”
Next, either search for another course via the search button, or enter the Class Number.

- Enter the Subject and the Course Number
- Uncheck the checkbox for “Show Open Classes Only”.

Click when you're done.
Courses and course sections that have a Wait List will be identified by an orange triangle.

Select the course which you want to join the Wait List for.

Make sure you check the box “Wait list if class is full”

Press “Next”
Confirm your selection, if everything looks correct press “Finish Swapping”

If you are able to be added to the waitlist you will view this success message. At this time you will be enrolled in the course you wish to drop, and on the Wait List for the course you wish to enroll in. If a space becomes available and you meet eligibility requirements, HUB will add you to the Wait Listed course and you will be immediately dropped from the other course. You will not be notified prior to being dropped from the other course. **It is your responsibility to remove yourself from the Wait List if you no longer wish to join the Wait Listed course, use the instructions below to Drop the Wait List.**
How to Drop a Class that you are Wait Listed on (Remove yourself from the Wait List)
Select the “Enrollment: Drop” link from the drop down menu on the front page of the HUB Student Center. Then click the button.

You will then be asked for a term to drop the class. Select the appropriate term and then click on the Continue button.
You will then be taken to the Drop Classes screen.

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Next click the green “Drop Selected Classes” button

You will next be asked to confirm that you wish to drop the class. Click the green “Finish Dropping” button to confirm that you wish to drop the Wait List class.
Finally, you’ll be taken to the View Results page that provides you with a confirmation that the class was dropped. **It’s important that you read the message to ensure that your actions were successful.**

![Image of the View Results page]

This completes this tutorial.